



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020

(518) 885-2225

SCOT CHAMBERLAIN
Director of Human Resources

Issued: 5/26/2022

CAREER OPPORTUNITY

AGING SERVICES SPECIALIST (Caseworker) SARATOGA COUNTY DEPARTMENT OF AGING & YOUTH SERVICES

SALARY: \$51,822 **Plus Excellent Benefits, Retirement Package & Compensation Plan**

This is professional work which involves the implementation of a variety of specialized social service programs for a targeted demographic. The responsibilities of this work are varied due to the number of customized services and plans provided; Flexibility and multitasking is a regular requirement of this title; Duties are performed under the general supervision of the Aging Services Coordinator, Deputy and/or the Director of the Office for the Aging with some leeway allowed for the exercise of independent judgment in planning the details of specific aging and family programs. Supervision may be exercised over clerical staff, Aging Services Assistant, program volunteers, and senior citizens employed through governmental programs. Performs related work as required.

MINIMUM QUALIFICATIONS: Either...

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Counseling, Human Services, Social Sciences or a closely related field, OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Counseling, Human Services, Social Sciences, or a closely related field, and two (2) years of experience in the human or social services field, one year of which must have been in an Aging Agency or community organization providing information and supportive services to the Aging/Elderly population.

SPECIAL REQUIREMENT: Possession of a valid New York State's driver's license at the time of, and for duration, appointment is required to meet field work requirements.

SUBMIT APPLICATION TO:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

APPLICATIONS WILL BE ACCEPTED UNTIL (Close of Business): **June 10, 2022**

Applications available in the Human Resources Office or on our website. Resume MAY NOT be substituted for Application. Applications must be received in our office by close of business on date indicated. Postmarks WILL NOT be accepted for this position. No fax submissions

*****This position will be filled on a “provisional” basis pending the results of a civil service exam to be scheduled at a later date *****

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.